

**Minutes of the North Bay Duplicate Bridge Club Executive Meeting
Friday, October 13, 2023 at Omond UC .**

1. The meeting was called to order by Andy Aitchison at 9:40 am.

Present: Andy Aitchison Danielle Barry, Richard Guillemette, Mary Lepkan
Gisele Lynch, Julia Morton, Jan Wood and, Frank Turbach

Absent with regrets: Jim Lamorie

2. **Approval of minutes:** the minutes of the meeting of Friday, September 8, 2023 were presented and accepted.

Moved by Frank Turbach
Seconded by Danielle
Carried

3. **Reports**

- a. Treasurer: Danielle/Richard: Our end-of-month bank balance was \$13,646.58 and the club showed a profit of \$43.53. The detailed report is at Appendix 1 to these minutes

Richard presented the income statement for September which is shown as Appendix 2 to these minutes.

Moved by Danielle
Seconded by Jan
Carried

- b. Chief Director: Jim
No report

- c. Club Manager: Andy
No report

4. Suggestion Box: Andy
There were no suggestions

5. Special Games and/or closures for Oct./Dec: Andy

- a. Rookie/Master: Mary/Jan/Frank
- i. Mary needs help to setup and cleanup. We can setup after the game on Tuesday. Table clothes will be used to protect the tables.
 - ii. Andy will take pictures.
 - iii. Frank noted that we have 48 players signed up.

- b. Club Championship Oct. 16 through 20

- c. Memorial Game: Friday, November 10

- d. Club Championship Nov. 20 through 24

- e. Upgraded Club Championship Dec.4-8

- f. Christmas Party Wed. Dec. 6 (Info only): Jan reported the Christmas meal is \$45.00 tax and tip included. We will charge \$50.00 per member which includes the bridge game. The meal will be at 5:00 pm with a short game

after. Sign up sheets will be posted in November with the cut off day Nov. 27. It was suggested we have door prizes.

6. Old Business

- a. Board Member Assigned Tasks: Jan presented the responsibilities and will forward it to Frank, to become Appendix 4 and 5.
- b. Local Director Course: Andy reported that this is a free course for the playing directors which will be available in February. The Directors will be advised and hopefully all will take advantage of this offer. If successful we will be able to use our own people to direct our sectionals saving some \$2500 (+/-) in club costs for these tournaments.
- c. Sectional: Andy reported that:
 - i. The proposed dates are from Friday, April 26 thru Sunday, April 28, 2024.
 - ii. The fee is \$15.00 per player. If local directors are not available, we will cancel be forced to cancel due to costs. Our 'drop dead' date is Jan. 26, 2024, at which point the Elks Club location will have to be cancelled.
 - iii. We prefer to schedule the games at the Omond Church, which will cut our costs by at least \$1,100.00. We are awaiting a decision from the Omond U.C. Board.
 - iv. Regional: Andy /Jan reported that the dates are from Thursday, Aug. 22 to Sunday, Aug. 26, 2024.
- d. Audrey Grant Lessons
 - i. Frank reported that Book 1 lessons will start Friday, October 27 at 9:30 am and will continue every Tuesday and Friday. There are 9 applicants signed up. Julia volunteered to help in case a table needed to be filled.
 - ii. Andy reported that the Book 2 lessons have started with 8 tables. Lessons are on Monday and every second Wednesday morning 9:30 – 11:30.
 - iii. Dealing Machine: Andy reported that the machine has been repaired and works. Andy Information has been sent to all users on procedures to follow in case of problems.

7. New Business

- a. Rejuvenating the Wed/Thurs Games: Andy noted that we have lost the Wednesday game, and the Thursday game is on life support. The club currently offers no pairs game beyond the 299er game and that this is not a healthy situation for the club. There was some discussion with the following points noted:
 - i. Andy suggested that we pick a separate day to discuss this issue.
 - ii. Gisele, Julia and Danielle volunteered to tackle the issue.
 - iii. It was suggested that there be Toonie Thursdays in November on the 2nd, 9th, 16th, 23rd, and the 30th. The cost would be \$2.00 per player and no partners would be required; solo players would be matched on arrival.
 - iv. We would try to have baking or some such attraction to make the game more fun and relaxed

The consensus was that we go forward with this 'plan'. The first 'Toonie Thursday' will be 2 November.

8. Date of next meeting: The next meeting will be Fri, Nov 24, 2023, at 9:30 am.

9. Adjournment. We adjourned at 11:30 am

Frank Turbach (secretary)

Attachment 1**Treasurer's Report
for Sep 2023**

Previous Bank Balance (Aug 31)		13,603.05
Deposits		
9 Sep - Table Fees	1,131.50	
21 Sep - Table Fees	726.10	
3 Oct - Table Fees	930.75	2,788.35
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Withdrawals		
#757 Social Committee	378.63	
#759 Dealing Machine Shipping	129.01	
#746 Rent	2,000.00	
#758 ACBL Fees	126.93	
Cogeco	110.25	2,744.82
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Net Income for Aug (Deposits - Withdrawals)		43.53
 Current Balance		 13,646.58
 GIC's	16,113.31	
	539.73	16,653.04
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 Balance as of 31 Aug 2023		 30,299.62
 Notes		
Donations		
Directors	225.00	
Club Manager	150.00	
Treasurer	100.00	475.00
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Other Income for Aug		
Snack Table	30.35	
Name Badges	5.00	35.35
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 Total Donations and Other Income		 510.35
 Actual Income (Net - Donations and Other Income)		 (466.82)

Attachment 2

Income Statement September 2023

Table Revenue	3,060.00	
Donations	221.00	
Name Tag	5.00	
Ticket Sold	640.00	
Total Income		3,926.00
Rent	2,000.00	
Cogeco	110.93	
ACBL Fees	225.94	
Director Fees	765.00	
Tickets Used	654.00	
Total Expenses		3,785.87
Donations	247.00	
Donation Box	20.85	267.85
Total		407.98

Attachment 3

Income and Expense Generated from Game Play/Table Fees Sep 2023

Event	Date	Tables	Table Rate	Additional Rate	Total Due ACBL	Charity
Friday Afternoon Swiss	2023-09-01	6	7.92		8.71	24.00
Monday Afternoon 0-299	2023-09-04	4	5.28		5.81	
Tuesday Afternoon Swiss	2023-09-05	6	7.92		8.71	
Thursday AM Novice	2023-09-07	3	3.96		2.53	
Friday Afternoon Swiss	2023-09-08	6	7.92		8.71	24.00
Monday Afternoon 0-299	2023-09-11	6	7.92		8.71	
Tuesday Afternoon Swiss	2023-09-12	8	10.56		11.62	
Thursday AM Novice	2023-09-14	4	5.28		3.38	
Friday Afternoon Swiss	2023-09-15	5	6.60		7.26	20.00
Monday Afternoon 0-299	2023-09-18	6-1/2	8.58		9.44	
Tuesday Afternoon Swiss	2023-09-19	8	10.56		11.62	
Thursday AM Novice	2023-09-21	4-1/2	5.94		3.80	
Friday Afternoon Swiss	2023-09-22	7	9.24		10.16	28.00
Monday Afternoon 0-299	2023-09-25	3	3.96		4.36	
Tuesday Afternoon Swiss	2023-09-26	8	10.56		11.62	
Thursday AM Novice	2023-09-28	4	5.28		3.38	
Friday Afternoon Swiss	2023-09-29	7	9.24		10.16	28.00
Total (17 Games)		96			129.98	124.00

Income

Table Fees (@\$32.00/Table)	2576.00	
Table Fees (@\$24.00/Table)	372.00	
Additional Rate (@\$5.08/Table)	nil	
Charity Games (@\$4.00/Table)	124.00	3072.00

Costs/Expenses

Director Fees (@\$45.00/game)	765.00	
Director Fees (@\$60.00/game)	nil	
ACBL fees	129.98	
Due to One Kid's Place	124.00	1018.98

Net from Games**2053.02**

North Bay Duplicate Bridge Club Tasks and Assigned Club Member/Office

2024/2025

1. **President:** Jim
2. **Vice-President:** vacant
3. **Secretary:** Frank
4. **Treasurer:**
 - Collects money from games and books of tickets
 - Keeps a monthly record of receipts and expenses
 - Pays bills (rent, hydro etc.) by cheque - needs signature of another authorized Board member.
 - Makes bank deposits, renews GIC's as neededPerson responsible: Danielle
5. **Bookkeeper:**
 - Maintains books of account , works along -side with Treasurer
 - Prepares monthly financial statementsPerson responsible: Richard
6. **Chief Director(s) - Games schedule and organization**
 - Assign directors to each game - including special games - make up schedule.
 - Hold director meetings from time to time to discuss issues that may arise.
 - Make final ruling if needed.Person responsible: Jim
7. **ACBL Coordinator - official contact with the ACBL**
 - Secure ACBL sanctions for regular and special games
 - Send game results to ACBL once a month.Person responsible: Andy
8. **Website** Andy
9. **Computer troubleshooter and supplies**
 - Ink, printing paper, dealer machine etcPerson responsible: Andy
10. **Office/filing cabinets and supplies**
 - keep track of supplies, ordering supplies - convention cards etc.Person responsible: Jan

11. **Hospitality including Tournaments/Kitchen supplies/special social events**
• paper cups, plates, coffee, tea, cookies, milk/cream, napkins, etc
Person responsible: Mary
12. **Building and Property**
• Cleaning and garbage, routine maintenance, cleaning supplies, custodial duties
• Maintaining a list of inventory of club equipment.
Person responsible:Jan
13. **Recorder**
• Receives written complaints on conduct. If the complaint has been sent to the club president, he/she sends it to the recorder who investigates and deals with it.
No details or names are given to the Board.
Person responsible: Board decision as required.
14. **Sick and Visiting**
• Send sympathy/get well cards/flowers as needed or as requested by the Board.
Person responsible:Brenda
15. **Tournament Chair (2024)**Jan
16. **Adult Education Coordinator** Andy/Frank/Richard
17. **Social Media Coordinator**
• Mass e - mails regarding club coming events, newsletter, Facebook, Instagram etc
Person(s) responsible: Giselle
18. **Membership Booklet** Andy
19. **Club Phone and Email**
• Checking for messages on a regular/weekly basis.
Person responsibleGiselle and Julia

Tasks and Assigned Club Member/Officer

Treasurer

- Prepares and presents annual financial statements.
- Collects and deposits money from table fees, sale of tickets, donations, etc.
- Pays bills by cheque.
- Makes bank deposits and renews GIC's as needed.
- Prepares and presents monthly statements.
- Keeps monthly record receipts and expenses.
- Must be a Board member.

Chief Director(s)

- Preparation of game schedule and organization
- Assigns Game Directors to regular and special games.
- Holds Game Director meetings from time to time to discuss issues that may arise.
- Makes final rulings when necessary.
- Ensure club/member compliance with ACBL rules.

Club Manager/ACBL Coordinator/Tournament Coordinator

- Secure ACBL Game Sanctions for regular and special games
- Send game results to ACBL monthly.
- Liaise with ACBL re member issues when necessary.
- Submit (and update when required) applications for Sectionals and Regionals
- Register for Special games (STaC, Club Championships, etc.)

Computer Trouble-shooter

- Resolve computer issues and/or malfunctions.
- Update software as required.
- Provide instruction when needed.
- Maintain and trouble shoot the Dealing machine.
- Maintain and troubleshoot the internet connection in consultation with our ISP.

Office, Computer Supplies, Vince Oddy Ordering

- Maintain a stock of pens, computer paper, printer ink, etc.
- Maintain the stock of convention cards, Swiss scoring sheets, and Swiss table slips.
- Order/replace playing cards, board sets and board boxes as needed.
- Order Audrey Grant books and other supplies (as needed) for lessons.

Hospitality

- Maintain supplies of paper cups, napkins, etc.
- Keep the snack table stocked.
- Purchase coffee, tea, milk, cream, and sugar as needed.
- Assist with tournaments and special events as required.

Building and Property

- Maintain a dialog with the building custodian.
- Carry out routine tidying with help from directors and members.
- Maintain a dialogue with the landlord.
- Assist with the resolution of building issues.

Recorder

- Receive written complaints on members conduct.
- Work to resolve issues between members.
- Report incidents and resolutions to the Board

Website/ACBL Live for Clubs

- Maintain and update Bridgewebs as required.
- Correct postings to Bridgewebs and Live for Clubs when needed.
- Keep track of Competitions for recognition at AGM
- Tournament Coordinator
- Make application to ACBL for regionals and sectionals.
- Coordinate and assist with the setup and take down of necessary equipment.
- Ensure all Tournament positions are filled.
- Liaise with the ACBL and render any assistance they may require.

Social Media Coordinator

- Maintain social media accounts to promote the club
- Promote introductory lessons to the public.
- Up- coming events, Facebook, Instagram, newsletter, mass emails

Education Coordinator

- Arrange for lessons for the Audrey Grant book sets.
- Coordinate ongoing education for the membership.

Membership Booklet

- Prepare, maintain, and circulate the club directory.

Card Person

- Recognize significant events in the life of members through sympathy, congratulatory, condolence, etc. cards.

Club Phone and Email

- Checking for messages on a regular/weekly bases

The following information is taken from our Constitution and should also be considered.

DUTIES OF PRESIDENT AND VICE-PRESIDENT

The President shall, when present, preside at all meetings of the members of the Club and of the board of directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Club. The President with the Secretary or other officer appointed by the board for the purpose shall sign all by-laws. During the absence or inability of the President, his duties and powers may be exercised by the Vice-President, and if the Vice-President, or such other director as the board may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto.

DUTIES OF SECRETARY

The Secretary shall be ex officio clerk of the board of directors. He shall attend all meetings of the board of directors and record all facts and minutes of all proceedings in the books kept for that purpose. He shall give all notices required to be given to members and to directors. He shall be the custodian of the seal of the Club and of all the books, papers, records, correspondence, contracts, and other documents belonging to the Club which he shall deliver up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution, and he or she shall perform such other duties as may from time to time be determined by the board of directors.

DUTIES OF TREASURER

The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Club in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Club in such bank or banks as may from time to time be designated by the board of directors. He shall disburse the funds of the Club under the direction of the board of directors, taking proper vouchers therefore and shall render to the board of directors at the regular meetings thereof or whenever required of him, an account of all his transactions as Treasurer, and of the financial position of the Club. He shall also perform such other duties as may from time to time be determined by the board of directors.

DUTIES OF OTHER OFFICERS

The duties of all other officers of the Club shall be such as the terms of their engagement call for or the board of directors requires of them.